D*I*Y planner

Welcome to D*I*Y Planner 2.0!

You are looking at the main template file for the **D*I*Y Planner** kit, developed by Douglas Johnston of a million monkeys typing. In this package, you will also find files for covers, creating receipt envelopes, and printing GTD diagrams. If you haven't already, please take some time to peruse the included Handbook: it describes how to print and use these templates, and gives suggestions on how best to set up a basic **D*I*Y Planner** system.

The most recent version of this package can always be found at:
http://www.douglasjohnston.net/templates/

The designer welcomes suggestions for modifications to these forms, as well as for new ones in future versions. Stay tuned to his website for more templates, more covers, more gear, and seemingly random musings from a primate mind.

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Certain templates are inspired by the writings of David Allen and Stephen R. Covey, among others. These are noted with a by-line at the base of the page. Ideas implemented within these forms are used to encourage usage of these systems, and may contain elements under copyright or trademark. If you would like to make the most of these templates, buy their books! (See the accompanying Handbook for more information.)

Personal Profile

CONTACT INFORMATION

NAME		
Address		
Telephone	Work	Fax
	Mobile	Home
	Other	
Email		
Messenger		
Website		

EMERGENCY

NOTIFY		Relationship
Address		
Telephone		
Email		

Medical Issues	
Insurance	

NOTES

D*I*Y planner

D*I*Y Planner Kit ©2004-2005 Douglas Johnston

This planner system, including templates, covers, documentation and more, is available free of charge at: http://www.douglasjohnston.net/templates/

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Important Numbers

MEDICAL & EMERGENCY

Hospital		
Doctor		
Poison Control		
Dentist		
Veterinarian		
Insurance		Account
Police		
Fire Department		

HOME & AUTOMOTIVE

Landlord		
Garage		
Insurance		Account
Services	Plumber	Electrician
	Carpenter	

FINANCIAL

Accountant		
Accounts (Saving, Chequing, Credit Cards)		Account
		Account
		Account
		Account

OTHER

Important Numbers

Day Keeper

Day _____ Date _____

DAILY

8

9

10

11

12

1

2

3

4

5

6

ACTIONS

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EVENING

NOTES

Day Keeper

Day _____ Date _____

DAILY

8

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ACTIONS

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EVENING

NOTES

Weekly Planning

Week of _____

Monday	Tuesday
Wednesday	Thursday
Friday	Saturday
	Sunday

Weekly Planning

Week of _____

Monday	Tuesday
Wednesday	Thursday
Friday	Saturday
	Sunday

Year _____ Month _____

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Monthly Planning

Weeks _____

QUICKSCAN	SUNDAY	MONDAY	TUESDAY

Covey Weekly

ROLES	GOALS	ACTIONS
Sharpening the Saw Physical Social / Emotional Mental Spiritual		
Role # 1		
Role # 2		
Role # 3		
Role # 4		
Role # 5		
Role # 6		
Role # 7		

Based upon the writings of Stephen R. Covey

Covey Weekly

ROLES	GOALS	ACTIONS
Sharpening the Saw Physical Social / Emotional Mental Spiritual		
Role # 1		
Role # 2		
Role # 3		
Role # 4		
Role # 5		
Role # 6		
Role # 7		

Based upon the writings of Stephen R. Covey

GTD All-In-One

NEXT ACTIONS

WAITING FOR

NOTES

Based upon the writings of David Allen

GTD All-In-One

NEXT ACTIONS

WAITING FOR

NOTES

Based upon the writings of David Allen

Next Actions

Context _____

☐		Due Date
PR ☐		Delegated To
☐		Due Date
PR ☐		Delegated To
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PR ☐		Delegated To
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PR ☐		Delegated To

Next Actions

Context _____

☐		Due Date
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	PR ☐	Delegated To

Next Actions

Context _____

Next Actions

Context _____

Waiting For

Context _____

☐			Due Date
PR ☐	Note	Delegated To	Delegated Date
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PR ☐	Note	Delegated To	Delegated Date
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PR ☐	Note	Delegated To	Delegated Date
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PR ☐	Note	Delegated To	Delegated Date
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PR ☐	Note	Delegated To	Delegated Date

Waiting For

Context _____

☐			Due Date
PR ☐	Note	Delegated To	Delegated Date
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PR ☐	Note	Delegated To	Delegated Date
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PR ☐	Note	Delegated To	Delegated Date

Agendas

Person / Meeting

PR		DATE

Notes

Person / Meeting

PR		DATE

Notes

Agendas

Person / Meeting

PR		DATE

Notes

Person / Meeting

PR		DATE

Notes

Someday/Maybe Quicklist

- [ ]
  Reason
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Someday/Maybe Quicklist

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Someday/Maybe Projects

Idea

Description / Objective

Notes

Idea

Description / Objective

Notes

Someday/Maybe Projects

Idea

Description / Objective

Notes

Idea

Description / Objective

Notes

Goal Planning

Goal

Mission

Long-Range Goal

ORDER	INTERMEDIATE STEPS	TARGET DATE

Notes

Based upon the writings of Stephen R. Covey

Goal Planning

Goal

Mission

Long-Range Goal

ORDER	INTERMEDIATE STEPS	TARGET DATE

Notes

Based upon the writings of Stephen R. Covey

Objectives

Objective

Description

Ref.

Target Date

Benefits

Obstacles

PR	STEPS	DATE

Outcome

Objective

Description

Ref.

Target Date

Benefits

Obstacles

PR	STEPS	DATE

Outcome

Objectives

Objective

Description

Ref.

Target Date

Benefits

Obstacles

PR	STEPS	DATE

Outcome

Objective

Description

Ref.

Target Date

Benefits

Obstacles

PR	STEPS	DATE

Outcome

Covey Quadrant

Ref. _____

Title	Date

URGENCY

IMPORTANCE

I - Urgent / Important	II - Not Urgent / Important
III - Urgent / Not Important	IV - Not Urgent / Not Important

Based upon the writings of Stephen R. Covey

Covey Quadrant

Ref. _____

Title	Date

URGENCY

IMPORTANCE

I - Urgent / Important	II - Not Urgent / Important
III - Urgent / Not Important	IV - Not Urgent / Not Important

Based upon the writings of Stephen R. Covey

To Do

Subject _____

☐		Due Date
	PR ☐	Delegated To
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	PR ☐	Delegated To
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	PR ☐	Delegated To
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	PR ☐	Delegated To

To Do

Subject _____

☐		Due Date
PR ☐		Delegated To
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Project Details

Ref. _____

Title

FOR

START DATE	TARGET DATE

Description / Objective

Basic Resources

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

Brainstorming / Notes

Project Details

Ref. _____

Title

Budget

People

Name / Company	Contact

Locations

Materials

Project Outline

Ref. _____

Title

Description

Objective

Obstacle	Solution

	STEP	TARGET DATE

Notes

Project Outline

Ref. _____

Title

	STEP	TARGET DATE
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Notes

Project Notes

Ref. _____

Title

Project Notes

Ref. _____

Title

Contact Log

Ref. _____

Name

Company	Account
Address	
Phone	Mobile
Fax	Home
Email	
Website	
Referred By	

DATE	DISCUSSED	FOLLOW-UP	$ / TIME

Contact Log

Ref. _____

Name

Company

DATE	DISCUSSED	FOLLOW-UP	$ / TIME

Sources

Category _____

Name

Contact			Account
Address		Phone	
		Fax	
		Email	
Hours		Web	
Note			

Name

Contact			Account
Address		Phone	
		Fax	
		Email	
Hours		Web	
Note			

Name

Contact			Account
Address		Phone	
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		Email	
Hours		Web	
Note			

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Contact			Account
Address		Phone	
		Fax	
		Email	
Hours		Web	
Note			

Sources

Category _____

Name

Contact			Account
Address		Phone	
		Fax	
		Email	
Hours		Web	
Note			

Name

Contact			Account
Address		Phone	
		Fax	
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Note			

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Address		Phone	
		Fax	
		Email	
Hours		Web	
Note			

Name

Contact			Account
Address		Phone	
		Fax	
		Email	
Hours		Web	
Note			

Notes

Subject _____

Notes

Subject _____

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Subject _____

Cornell Notes

Subject _____

CUES	NOTES

SUMMARY

Cornell Notes

Subject _____

CUES	NOTES

SUMMARY

Cornell Notes

Subject _____

CUES	NOTES

SUMMARY

Cornell Notes

Subject _____

CUES	NOTES

SUMMARY

Brainstorm

Ref. _____

Title

Brainstorm

Ref. _____

Title

Matrix

Matrix

Matrix

Matrix

Checklist

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Checklist

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Trip Diary

Ref. ______________________

Note

DATE	DESTINATION	STARTING	ENDING	MILEAGE

TOTAL MILEAGE

Trip Diary

Ref. ______________________

Note

DATE	DESTINATION	STARTING	ENDING	MILEAGE

TOTAL MILEAGE

To Buy

	Store	Cost
☐		
☐		
☐		
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☐		

TOTAL

To Buy

☐		
	Store	Cost
☐		
	Store	Cost
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	Store	Cost
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	Store	Cost
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	Store	Cost
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	Store	Cost
☐		
	Store	Cost
	TOTAL	

Shopping

Shopping

Finances

Ref. ______________________

Note

DATE	ITEM	Cash	Debit	Credit	Check	AMOUNT

TOTAL

Finances

Ref. ______________________

Note

DATE	ITEM	Cash	Debit	Credit	Check	AMOUNT

TOTAL

Equipment

Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
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Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured

Equipment

Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
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Make / Model			
Serial	Cost	☐ New ☐ Used	Insured
Make / Model			
Serial	Cost	☐ New ☐ Used	Insured

Job Search

Position

Ref. #

Company

Source

Deadline

Contact

Description

Requisites

PR

Strengths

PR

Obstacles

PR

Date Applied	Materials Sent

Job Search

Contact Log

Title

Company

Contact per Ad

Date / Time	Person / Contact	Follow-up Date
	Outcome	Me ☐ Them ☐
Note Ref.		

Date / Time	Person / Contact	Follow-up Date
	Outcome	Me ☐ Them ☐
Note Ref.		

Date / Time	Person / Contact	Follow-up Date
	Outcome	Me ☐ Them ☐
Note Ref.		

Date / Time	Person / Contact	Follow-up Date
	Outcome	Me ☐ Them ☐
Note Ref.		

Date / Time	Person / Contact	Follow-up Date
	Outcome	Me ☐ Them ☐
Note Ref.		

Story Idea

Ref. _____

Working Title

Summary

People

Time / Place

Brainstorming / Notes

Story Idea

Ref. _____

Working Title

Summary

People

Time / Place

Brainstorming / Notes

Web Design I

Ref. _____

Site Name

Client

Purpose

Target

Preliminary Design (4x3 Proportions)

Design Notes

Web Design I

Ref. _____

Site Name

Client

Purpose

Target

Preliminary Design (4x3 Proportions)

Design Notes

Web Design II

Ref. _____

Site Name

Design Revision #	Date	Conducted By

Modifications

Notes

4 x 3 Proportions

Signed off by _____ Date _____

Web Design II

Ref. _____

Site Name

Design Revision #	Date	Conducted By

Modifications

4 x 3 Proportions

Notes

Signed off by _____ Date _____